

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 40-501

AIR FORCE MATERIEL COMMAND

Supplement 1

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Medical Command

AIR FORCE FITNESS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements AFI 40-501, *The Air Force Fitness Program*. It outlines the AFMC Fitness Program and applies to all military members, both active duty and individual mobilization augmentee reservists, assigned or administratively attached to AFMC. Units may further supplement this instruction as required. If supplemented, submit a copy to HQ AFMC/SGBZ, 4225 Logistics Avenue, Suite 23, Wright-Patterson AFB OH 45433-5762.

SUMMARY OF REVISIONS

This revises/updates the entire supplement.

AFI 40-501, 1 October 1998, is supplemented as follows:

1.2.4.1.(Added) Members are considered “not tested” until they receive a passing score, an exemption, or are actively enrolled in a fitness improvement program. An “invalid assessment” is considered “not tested” until a valid score is achieved. Two failures are considered “incomplete” until member is enrolled into a fitness improvement program.

1.3.3.1. The FPM will submit GSU Waiver memo (attachment 8 - added) to the GSU commander NLT 15 January of the year for which the waiver is to apply. The commander will submit memo to HQ AFMC/SGBZ NLT 15 February of the year for which the waiver is to apply.

1.3.6. (Added) Exemption for New Accessions. Commanders may authorize an exemption for the current calendar year for members who are new accessions (i.e., recent graduates from basic military training, ROTC, etc.) and arrive on station after 15 November. The FPM will enter the exemption under the TDY category.

1.3.7. (Added) TDY does not constitute a valid reason for cycle ergometry waivers, unless TDY is greater than 90 days in length and member will not return before 31 December.

2.5.4.1. (Added) The office of primary responsibility for the AFMC Fitness Program is HQ AFMC/SGBZ.

- 2.11.3.1. (Added) Informs AFMC/SG of taskings that require the commitment of AFMC resources above normal operating expenses.
- 2.12.9. (Added) Informs AFMC/SG of taskings that require the commitment of AFMC resources above normal operating expenses.
- 2.13.1.2. (Added) Evaluates the need for additional manpower to provide services to all DoD beneficiary and civil servant populations. When total active duty force exceeds 6,000 members, the FPM duties will become seriously overtasked. An assistant to the FPM is highly recommended in those instances. If appropriate, provides authorization for a full time Health and Fitness Instructor (HFI) to assist the FPM. The HFI is assigned to the HAWC full time.
- 2.13.1.3. (Added) Provide funds for continuing education of FPM to maintain HFI Certification.
- 2.13.2. (Added) All personnel includes all Air Force members assigned to the military personnel flight of the main operating base to include tenant units.
- 2.13.2.1.1. (Added) All fitness testing will be conducted at a centralized fitness assessment facility, preferably within the HAWC.
- 2.13.3.1. (Added) Physical conditioning is a mission requirement. Provides reasonable duty time for physical conditioning. Ensures performance measures are used to monitor installation personnel compliance with AF fitness standards.
- 2.14.1. Consults with the HAWC staff on the purchase of exercise equipment to provide an integrated installation health and fitness program.
- 2.14.2. HQ AFMC/SV ensures safe and effective monitored fitness improvement classes are provided in fitness centers at no cost to the active duty member.
- 2.14.3. Collaborates with the health promotion manager (HPM) to identify fitness center staff training needs. Ensures attendance at training sessions by all fitness center staff and proper annotation of personnel training records.
- 2.14.5.1. (Added) Ensures certified personal trainers are available to work with members enrolled in Fitness Improvement Programs.
- 2.14.6. (Added) Ensures Services' facilities do not endorse or promote nutritional or dietary supplements unless officially approved by the Air Force. Submit requests for approval to the command consultant dietitian (74 MDSS/SGSD).
- 2.14.7. (Added) Ensures HAWC is assessed for possible future construction/renovation when the fitness center is assessed for add/alter or new building status.
- 2.15.5. (Added) Ensures AF Form 422 process is utilized facility-wide for cycle ergometry waivers. Ensures providers refer members requiring waivers to MLO for disposition.
- 2.16. Collaborates with Services squadron/division to establish and sustain a cooperative marketing program for HAWCs and fitness activities to encourage healthy lifestyle changes.
- 2.17.5.1. (Added) AFMC liaison is health promotion section chief (HQ AFMC/SGBZ).
- 2.17.6. (Added) Collaborates with the Services combat support flight commander/chief to identify fitness center staff training needs. Schedules ongoing training with the fitness center director.

2.17.7. (Added) Collaborates with Services when the installation fitness center is assessed for add/alter or new building status for possible HAWC construction/renovation needs.

2.17.8. (Added) Coordinates with Services combat support flight commander/chief, marketing of exercise classes offered within the HAWC as joint Health Promotion/Services activities.

2.18.3. Obtains HFI certification within 1 year of hire.

2.18.4. Budgets for Fitness Program using the 3400 appropriation. Coordinates purchases of exercise equipment for the HAWC with Services to ensure an integrated health and fitness program.

2.18.5. Trains HFI on base fitness assessment policies and procedures.

2.18.5.1. (Added) Ensures FAMs are instructed to use aerobic fitness sheet to clarify question "Do you participate in aerobic activity for at least 30 minutes, 3 times a week?"

2.18.19.1. (Added) May develop local forms or procedures to track fitness conditioning and program compliance.

2.18.21.1. (Added) The intent is to provide program education to personnel on a semi-annual basis (i.e., commander's call, group briefings, etc.). FPM is not required to track attendance at individual level.

2.18.24. (Added) Determines when members should obtain nutritional counseling as part of fitness improvement efforts.

2.18.25. (Added) Serves as an advisor/consultant to the fitness center director on matters directly relating to exercise activities in the fitness center (within the scope of education and expertise of the FPM.) Areas of concentration are Fitness Improvement Programs (FIPs), automated fitness assessments, and fitness activities requiring exercise knowledge.

2.18.25.1. (Added) Provides training to fitness center personnel at least quarterly.

2.18.25.2. (Added) Training may vary from 1 half-hour to 2 hours in length depending on the information to be presented. Sessions may need to be offered on more than one occasion to ensure all members of the fitness center staff receive training.

2.18.25.3. (Added) Training materials used should be those readily available within the HAWC, and may include materials being used in conjunction with the FIPs.

2.19.5. Uses American College of Sports Medicine "*Resource Manual for Guidelines for Exercise Testing and Prescription*" for conditions and medications that affect cycle ergometry assessment.

2.19.5.1. (Added) Members on nicotine replacement therapy (NRT) can test 12 hours after removal of the patch. Use of NRT alone does not warrant a medical exemption.

2.19.9. Assists with briefings to unit commanders and personnel in conjunction with HPM and FPM as needed.

2.20.6.4.1. (Added) Ensures member continues to participate, and documents participation in, a self-directed physical conditioning program.

2.20.6.5.1. Ensures member continues to participate, and documents participation in, monitored fitness improvement program to ensure optimal support for member.

2.21.3.2. (Added) Ensures unit reports from FPM are accurate. Notifies the FPM when discrepancies are noted.

2.21.4. Notifies members, in writing from the commander, of scheduled fitness testing date and time.

2.21.7. May use locally developed forms or procedures approved by the FPM to track member's participation.

2.21.14.2. (Added) Members will not be exempted from testing due to TDY, unless TDY is greater than 90 days in length and member will not return before 31 December.

2.22.4.1. (Added) Uses aerobic fitness sheet (attachment 9 - added) to clarify question: "Do you participate in aerobic activity for at least 30 minutes, 3 times a week?"

2.24. (Added) Health/Fitness Instructor (HFI):

2.24.1. (Added) The HFI will assist the FPM in implementing the Fitness Program.

2.24.2. (Added) HFI duties will include instructing personnel in conditioning equipment usage; ensuring monitored fitness improvement programs are conducted and implemented appropriately; and assisting in fitness assessments and developing exercise prescriptions for active duty members, family members, retirees, and DoD civilians.

2.24.3. (Added) Examines all components of total health when accomplishing an exercise prescription including stress management, nutrition, family issues, etc.

2.24.4. (Added) HFI will be certified as a HFI by the American College of Sports Medicine.

3.3.1. Unit Fitness Program Managers (UFPM) will schedule all fitness reassessments.

3.4.4.1. Members should complete a health risk assessment upon entering the self-directed fitness improvement program (SFIP).

3.4.4.1.1. Monitoring intensity of the exercise regimen is a critical component for success. It is recommended that members enrolled in the SFIP monitor their program intensity by using heart rate monitors, METs (a metabolic equivalent unit), or other FPM guidelines. Heart rate monitoring is required in the MFIP.

3.4.4.1.2. (Added) The FPM may utilize a fitness demonstration area to instruct proper usage of fitness equipment, monitoring participation until behavior modification has occurred. Clients are expected to use alternate locations (i.e., fitness center, home equipment, etc.) for fitness conditioning.

3.4.5. Once a member is enrolled into SFIP/MFIP, the member cannot be reassessed until on SFIP a minimum of 90 days. Members who do not meet the minimum fitness standards will be reassessed NLT 180 days in the SFIP. There will be no administrative actions taken for not meeting the AF fitness standards while members are in the SFIP.

3.4.6.2. The MFIP is offered a minimum of 5 days per week by the fitness center at no charge to active duty members. Members should discuss with the FPM how they should continue their fitness improvement program while on leave and TDY.

3.4.6.2.3. It is imperative for the integrity of the program that this program be directly monitored, and not be a self-documented exercise program. Fitness center staff must either personally observe the individual exercising or use a computer-interfaced heart rate monitor system. Sign-in rosters without personal observation are not appropriate.

3.4.7. The FPM will decide how frequently to reassess members enrolled in the MFIP. There will be no administrative actions taken for not meeting AF fitness standards while in the MFIP. Members who meet

the minimum fitness standards will be evaluated at the next annual unit evaluation. Members who do not meet the minimum fitness standards will be reassessed no later than 180 days in the MFIP.

3.4.10.1. "Assessment of the member's participation" means to evaluate all aspects of the individual's fitness improvement program including a determination if member met minimum fitness activity levels as defined in paragraph 3.2.2.

3.4.10.2. May use locally developed forms or procedures to track member's participation.

3.5.1. Personnel newly accessed to the AF do not need to complete a fitness assessment until they have been on station for 90 days. Personnel arriving, as part of a permanent change of station (PCS) will complete a fitness assessment as part of their in-processing, but no later than 90 days if they do not have verification of date, organization, and score from their previous assignment. PCS is not a valid reason for cycle ergometry waiver.

4.1. The FPM will update PDS weekly.

GARY H. MURRAY, Colonel, USAF
Command Surgeon

**Attachment 8 (Added-AFMC)
SAMPLE MEMO**

MEMORANDUM FOR _____(Unit/CC)

FROM: (Unit/Office Symbol of FPM)

SUBJECT: Testing Status of Geographically Separated Unit (GSU) Personnel

1. All Air Force members must be assessed at least once each calendar year to ensure compliance with AF fitness standards. In accordance with AFI 40-501, Air Force Fitness Program, the parent commander may waive members assigned to a GSU from fitness testing. However, in order for the unit to be waived, it must be greater than 30 miles from the host or main operating base. The host or main operating base is defined as the base where the member's MPF is located.
2. If your unit meets the above criteria and you desire to waive your unit, please complete the indorsement below to ensure the requirements in the AFI are met. Upon request, the Fitness Program Manager (FPM) can assist in development of a unit physical conditioning program or can review or approve an existing program.
3. If your unit does not meet the criteria or you wish to have your members complete the annual cycle ergometry assessment at the Health and Wellness Center, please have your unit fitness program manager contact the FPM to schedule members for fitness assessment. The FPM can be contacted at DSN_____ or by e-mail at (e-mail address)_____.

//Sigre of FPM//

Siure Block

1st Ind,

TO: HQ AFMC/SGBZ

1. I recommend a unit waiver from cycle ergometry testing for (name of unit) IAW AFI 40-501 for CYXX. I understand as the unit commander I am responsible to ensure all assigned members participate in a formal physical conditioning program that satisfies the AF Fitness Program goal.

2. I have appointed the following person as the Unit Fitness Program Manager (UFPM):

Rank/Name:

Unit/Office Symbol:

Duty phone number:

E-mail address:

The UFPM is responsible for at least quarterly review of documentation of each member's participation in a physical conditioning program. Based on the review of each member's participation, the UFPM will brief me on the number of members engaging in a formal physical conditioning program.

3. This waiver applies only while member is assigned to current unit.

//Signature of Unit/CC//

cc: Unit/Office Symbol of FPM

Attachment 9 (Added - AFMC)

AEROBIC FITNESS SHEET

At one portion of the ergometry test you will encounter a field with three survey questions; the first question is:

“Do you participate in aerobic activity for at least 30 minutes, three times a week?”

If the member answers “yes,” the Fitness Assessment Monitor (FAM) will ask the member:

“What kind of aerobic activities do you participate in?”

Below is a list of activities that are considered aerobic:

Walking/Hiking

Jogging/Running

Biking/Stationary Bike

Step aerobics/Aerobic Dance

Swimming

Stairmaster (or other stair machine)

Rowing

Rollerblading/Skating

Spinning Classes

Water Aerobics

Versaclimber Machine

Rope Skipping

Cross Country Skiing

Cross Trainer

If the member does not participate in one of the above, the FAM will answer the question “Do you participate in aerobic activity for at least 30 minutes, three times a week?” with a **“NO”** response.

If you have questions, contact the Fitness Program Manager.